



Mind Your Language™

Perfect Communication

Project Management Executive (Translation)

The Project Management Executive is the main point of contact for MYL's Translation Clients and is responsible for the end-to-end project management of multiple translation projects to ensure on-time and quality delivery.

He or she is also responsible for helping to manage MYL's Translation Management System and executing test requests, and is in charge of various KPIs as directed by the Senior Project Manager to achieve optimal operational performance.

He or She will build an intimate knowledge of all aspects of MYL's Translation services.

SKILLS & ATTRIBUTES

- At least 1 year of working experience ideally in a Client servicing or project management capacity;
- Exceptionally team-oriented with an inclusive and collaborative way of working;
- High-level communication skills including a diplomatic communication style applicable to working with multinational corporations;
- Ability to build and maintain Client and Freelancer relationships through a positive and engaging personality;
- Strong planning and project management skills;
- Exceptional time management and organisational skills;
- Strong attention to detail and ability to multi-task;
- Fluent in English and Cantonese. Putonghua is an advantage.

If you believe that Client satisfaction, integrity, teamwork and innovation are values that make a great business, you are the right kind of person for our team. Please send your CV with expected salary to recruitment@mylGlobal.com **Only Hong Kong-based candidates will be considered.**